

JOB PROCEDURES MANUAL LIFTING

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED REVISIED DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
	Hand/Foot/Hearing & Eye Protection
JOB STEPS	
1. Know your limit when lifting or moving heavy or bulky objects. If the load is too heavy, get someone to assist you or use mechanical lifting equipment. Get proper instruction on back care and lifting methods.	
2. Before lifting, make sure that the path where you will carry the load is clear and free of obstructions.	
3. Make sure there is a place and a way to set down the load without injuring you fingers.	
4. Warm up before lifting to avoid muscle strain.	
5. Get a good footing.	
6. Bend your knees; get a good grip on the object to be lifted.	
7. Tighten you abdominal muscles and lift by straightening your legs. Keep you back straight; keep your arms and the object being lifted close to your body.	
8. Lift slowly and take small steps.	
9. Push, don't pull loads.	
10. Keep your balance and do not twist or turn as you lift and carry. Move your feet to turn your body direction.	
11. To put the object down again, do not bend from the waist. Keep you back straight and bend your knees, keeping the object close to your body until it is place in a secure position.	